



KENTUCKY EMPLOYEES' HEALTH PLAN  
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KEHP MEMO 18-11

To: KEHP Insurance Coordinators and Human Resource Generalists

From: Department of Employee Insurance

Re: ADMINISTRATION MANUAL – 2<sup>nd</sup> Quarter 2018 Update

Date: July 10, 2018

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KEHP's Administration Manual has been updated for the 2<sup>nd</sup> quarter of 2018. This manual is the tool for understanding qualifying events and deadlines along with other policies related to administering KEHP benefits.

The specific updates included are listed and explained in the document titled 'Adm Manual – Current Changes Log'. That document is attached.

Click [here](#) to see the new updated Administration Manual, and click [here](#) for Appendix P. Please know that you can contact the Enrollment Information Branch anytime for assistance at 502.564.1205. If necessary, updates and/or revisions to the Administration Manual will be provided every quarter. We welcome your comments and suggestions to improve the document and request that you email [Jennifer.alvis@ky.gov](mailto:Jennifer.alvis@ky.gov) for any suggestions you may have.